

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Secondary Library/Media Center Assistant

<b>Supervisor:</b>	Building Administrator Library/Media Center Director		
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Employee Group:</b>	<b>Assistant</b>

---

#### Qualifications:

1. High School diploma or equivalent
2. Ability to work effectively with students and adults
3. Word processing and data entry skill desired
4. Basic knowledge of library organization and operations preferred

#### Terms of Employment:

- Nine (9) month
- Eight (8) hours daily

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Assist the Library/Media Center Director with daily organization and operations of school's learning/media center.
2. Process and update books.
3. Retrieve, shelve and shift books and other Library/Media Center materials including videos.
4. Input records for internal files on students and teachers.
5. Perform minor repairs on library materials, prepare and affix plates, pockets, and labels.
6. Assist patrons in physically locating Library/Media Center materials and answer directional questions.
7. Assist student's access to information from various software in the Library/Media Center computer lab and make sure the information is printed as needed.
8. Answer circulation inquiries, check in and out materials and examine returned materials for damage.
9. Assist with general care of returned materials, minor repairs, which includes minor repair to A-V equipment.
10. Prepare student fine notification and distribute to classroom teacher.
11. Open and/or close Library/Media Center daily, perform Channel One taping requests, run closed circuit TV, copy tapes in editing room, and clean surface of computers and keyboards.

12. Assist with Library/Media Center inventory.
13. Keep current with best practices and requirements as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.